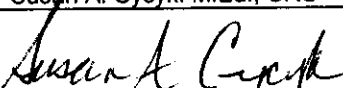




**Division of Prevention and Behavioral Health Services**  
Department of Services for Children Youth and Their Families  
State of Delaware

<b>ADM 008</b>		<b>Utilization Management Policy</b>	
Authored by:	Utilization Management Committee		
Approved by:	Susan A. Cycyk, M.Ed., CRC	Title: Division Director	
Signature:		Date: 10/3/97, REV: 5/28/03, 7/24/03, 9/24/03, 10/12/05, 1/10/07, 1/30/08, 12/31/08, 12/23/10	Page: 1 of 1

### **PURPOSE**

The goal of Utilization Management is to conduct systematic and regular reviews of appropriateness and efficiency (cost and outcome) of services provided and/or authorized by the Division.

### **POLICY STATEMENT**

The U.M. Committee:

- develops an annual Utilization Management Plan;
- reviews proposed or revised performance measures related to appropriateness and efficiency;
- reviews aggregate system measures related to appropriateness and efficiency prepared by the appropriate unit staff;
- reviews quarterly reports of utilization and fiscal performance produced by the information management unit;
- makes recommendations to Leadership regarding major improvements related to appropriateness and efficiency;
- supports unit staff in continuous improvement activities; and
- reports to Leadership regarding system performance.


Medical necessity, appropriateness, and efficiency of use of resources on an individual case basis are addressed in policy CS004. For purposes of Medicaid compliance, Clinical Services Management (CSM) is the designee of the UM Committee.

### **COMMITTEE MEMBERS**

The Division Director will appoint the Chairperson and committee members. Representation will include the Chairs of Quality Management, and Information Management. Representation will be included from the Intake and Clinical Services Management, Special Services, Prevention, Provider Services, Quality Assurance/Quality Improvement, and a psychiatrist. Stakeholders in topic areas may be invited to participate.



**Division of Prevention and Behavioral Health Services**  
Department of Services for Children Youth and Their Families  
State of Delaware

<b>ADM 003</b>		<b>SURVEILLANCE, PREVENTION, AND CONTROL OF INFECTIONS</b>	
Authored by:	Estelle Stroud	Title: Director of Nursing, Terry Center	
Approved by:	Susan Cychk, MS, Ed, CRC	Title: Division Director	
Signature:		Date of Origin: 12/19/99	Page: 1 of 1
		Review Dates: 10/19/99, 5/ 5/03, 1/12/07	
		Revision Dates: 4/14/08, 5/1/09, 12/28/10	

## PURPOSE

The Division of Prevention and Behavioral Health Services requires that individuals and agencies providing services to the Division establish policies and operational procedures to address the surveillance, prevention, and control of infections in their service delivery environments.

All staff and clients have the right to a healthful and safe workplace. Staff must notify their supervisor/employer about perceived workplace hazards.

## POLICY STATEMENT

All service providers will develop, maintain and implement policies and procedures for: (1) the prevention, surveillance and identification of infections, and (2) infection control and reporting to management. Policies and procedures will be appropriate for each provider's level of care, client characteristics and client education when indicated, and consistent with applicable accreditation, state and federal requirements.

Policies and operational procedures will include prevention, surveillance and control measures including:

1. Identification of and implementation of universal precautions
2. Methods of food storage and preparation, to comply with public health standards.
3. Specific procedures for the protection of infectious sources, protection of the source individual from further illness, and client re-entry to a service following an infectious disease.
4. Staff training on infection control policies and procedures
5. Immunization status of staff and clients
6. Employee health issues
7. Procedures in identification and reduction of endemic and epidemic infections

Policies and operational procedures are to include tracking, including the following:

- 1) procedures for tracking of nosocomial infections, and
- 2) procedures for and methods of data collection, and
- 3) analyses for effectiveness of intervention strategies, and outcomes

Each service provider will designate a qualified staff member to oversee the entire surveillance and infection control program. This individual will gather data from staff and report to DPBHS on the incidence of infectious disease, interventions used, and outcomes.

Reports will be completed on an annual basis and submitted to the DPBHS Quality Management Committee.